



ISO 14001 LEAD AUDITOR

REFRESHER TRAINING

FOR ENVIRONMENTAL SPECIALISTS

KRISHNAJI PAWAR, LEED AP BD+C, GSAS CGP, ISO 14001:2015, GCP
ENVIRONMENTAL SPECIALIST CURRICULUM





SUPPORT

FOR ENVIRONMENTAL PROFESSIONALS

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LEARNING OBJECTIVES



- Clause 7, Support
- 7.1 Resources
- 7.2 Competence
- 7.3 Awareness
- 7.4 Communication is a separate article
- 7.5 Documented Information is a separate article

ISO 14001:2015 CLAUSE 7 SUPPORT

ISO 14001:2015 Clause 7 Support is all about the execution of the plans and processes that enable an organization to meet its EMS. Simply expressed, this is a very powerful requirement covering all EMS resource needs. Organizations will need to determine the necessary competence of people doing work that, under its control, affects its environmental performance, its ability to fulfill its compliance obligations, and ensure they receive the appropriate training.

In addition, organizations need to ensure that all people doing work under the organization's control are aware of the environmental policy, how their work may impact this, and the implications of not conforming with the EMS. Finally, there are the requirements for 'documented information' which relate to the creation, updating, and control of specific data.

7.1 RESOURCES

Resources are needed for the effective functioning and improvement of the environmental management system and to enhance environmental performance. Top management should ensure that those with environmental management system responsibilities are supported with the necessary resources. Internal resources may be supplemented by external providers.

Resources can include human resources, natural resources, infrastructure, technology, and financial resources. Examples of human resources include specialized skills and knowledge. Examples of infrastructure resources include the organization's buildings, equipment, underground tanks, and drainage system.

Clause 7.1 requires that organizations "provide resources need for the establishment, implementation, maintenance and continual improvement of the environmental management system..". The term "resource" is most often used to imply human or financial resources, but there are many types of resources.

7.2 COMPETENCE

This Clause requires that "... persons are competent on the basis of appropriate education, training and/or experience." Your overall goal is to produce knowledgeable, skilled, and aware employees who assist your facility in achieving its stated goals and objectives.

You have the responsibility as part of your EMS, to develop an approach to judge the competence of employees to accomplish their assigned tasks. This can be achieved through establishing minimum levels of education and experience for specific positions or tasks and/or through competency testing after training or other methods such as mentoring, reassigning of employees to ensure employee knowledge.

Tests may be written or oral quizzes or may involve demonstrations (e.g., putting on personal protective equipment, or responding to a mock emergency). If written or oral quizzes are selected as the test method, it's important that the reading and education level of all participants be determined ahead of time so as not to introduce test bias.

7.2 COMPETENCE +

This Clause requires the organization to:

- ✓Identify the knowledge and skills necessary to achieve environmental objectives (i.e., training needs analysis);
- ✓Implement training to provide the appropriate knowledge and skills; and
- ✓Ensure that employees doing work that may have a significant impact on the environment are competent.

The Standard requires that the organization shall identify training needs and this clause requires that all personnel whose work may create a significant impact upon the environment have received appropriate training.

There are two excellent reasons for training employees about environmental management and your EMS:

- ✓Every employee can have an impact on the environment.
- ✓Any employee can have good ideas about how to improve environmental management efforts.

7.2 COMPETENCE +

Training Requirements within an ISO 14001 EMS



The specific training requirements are driven by the general EMS elements, the significant environmental aspects, and any legal requirements that apply. Training for an individual employee will also be determined by that person's roles and responsibilities within the EMS and by any environmental objectives and targets with which he or she is involved.

7.3 AWARENESS

Awareness of the environmental policy should not be taken to mean that the commitments need to be memorized or that persons doing work under the organization's control have a copy of the documented environmental policy. Rather, these persons should be aware of its existence, its purpose and their role in achieving the commitments, including how their work can affect the organization's ability to fulfill its compliance obligations.

The intent of this Clause is to ensure that employees at all levels of the organization understand the Policy and principles of the EMS and the ways in which their job activities impact the environment and the achievement of EMS goals which obviously includes meeting compliance obligations.

Everyone in your organization must have a very basic awareness of the EMS. Therefore, all personnel at your facility should receive EMS awareness training. EMS awareness training includes basic training that addresses an organization's EMS focusing on the environmental policy, the importance of conforming with EMS requirements, and general roles, responsibilities, and authorities within the EMS.

7.3 AWARENESS +

The intent of this type of training is to ensure that all employees have a base level of understanding regarding the environmental issues associated with the organization's operations and how these issues are being addressed. EMS awareness training should include:

- ✓Presentation of the environmental policy and general continual improvement, prevention of pollution, and compliance obligations ;
- ✓Presentation of the organization's significant environmental aspects;
- ✓Discussion of the programs, practices, and procedures involved in the EMS; and
- ✓Identification of key personnel and departments involved with the EMS and their functions.

7.3 AWARENESS +

EMS awareness training is typically provided when the organization initially introduces its EMS and periodically thereafter. All new employees should be given EMS awareness training as part of their introduction to the organization. Because EMS awareness training involves all employees, it will likely involve the greatest number of people within an organization. The goal of EMS awareness training is to ensure that employees:

- ✓Are aware that the organization has an environmental policy and is committed to the prevention of pollution, continual improvement, and compliance obligations;
- ✓Are aware that the organization has identified certain environmental aspects as targets for improvement (i.e. significant environmental aspects), and
- ✓Understand the goals and principles of the EMS and the ways in which their job activities impact the environment and the achievement of the established objectives.

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